

SMALL ENGINE REPAIR MECHANIC

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible skilled work maintaining and repairing a variety of small motor and engine vehicles and equipment; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Inspecting, troubleshooting, repairing and maintaining a variety of small engine, two and four cycles, motors, vehicles, equipment and tools.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs service, maintenance and repair work on equipment such as lawn equipment, snow equipment, motor vehicles or other equipment/machinery; performs routine servicing on vehicles and equipment, which may include pumping fuel into vehicles, repairing flat tires, installing/replacing tires, checking/replacing fluid levels, changing/replacing filters, lubricating mechanical parts, checking batteries or replacing parts.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, replacing fluids, greasing equipment, replacing parts, washing or cleaning vehicles/equipment or cleaning shop or work areas.
- Picks up, delivers, transports, loads and/or unloads various vehicles or equipment County offices or work sites as needed; delivers fuel to schools; responds to or assists with emergency road calls as needed.
- Purchases/picks up parts from vendors; delivers parts or other materials to mechanics or various locations as needed.
- Maintains the automated fueling system on a daily basis; retrieves and maintains fuel dispenser readings; performs testing and minor maintenance/repair of automated refueling system.
- Maintains vending machine with oil and other supplies.
- Maintains tire storage area; coordinates storage and relocation of bus/vehicle tires; restocks incoming orders of tires and rims.
- Performs various tasks associated with grounds maintenance or custodial work, which may include mowing grass, trimming/edging landscaped areas, vacuuming, sweeping, mopping or waxing floors, cleaning restrooms, windows and fixtures, cleaning lunchroom areas, emptying trash containers and transporting to trash receptacles, or lifting/moving heavy materials.
- Operates a variety of machinery, equipment, and tools associated with maintaining, repairing, testing, or driving vehicles and equipment, which may include a motor vehicle, light/heavy equipment, forklift, tractor, lawn mower, edger, weed eater, snow removal equipment/tools, vehicle lift, tire changer, hydraulic jack, air compressor, pressure washer, vacuum cleaner, floor buffer, testing instruments, mechanic tools, or custodial supplies.
- Assists with snow removal and ice control.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of mechanical principles, methods, tools and equipment used in maintenance of small motors, engines, tools and equipment; skill in the use and operation of shop equipment and machinery; ability to detect by inspection worn or broken parts; ability to work from sketches and diagrams; ability to follow oral and written instructions accurately; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in repairing small engine equipment.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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